

TF MEGA-S

FOLDER

Instruction manual



Be sure to read this manual prior to use
and leave it at the site of us for easy reference!



DECLARATION OF CONFORMITY

HEFTER Systemform GmbH, Am Mühlbach 6, 83209 Prien am Chiemsee, Germany, declares that the following product,

Name of product : Hefter Folder

Models : TF-MEGA-S

complies with the provisions defined by the regulations listed below.

Regulation : Low Voltage Directive 2006/95/EC under EN 60950-1: 2006 Electromagnetic Compatibility Directive 89/336/EEC and 2004/108/EC under EN 55014-1: 2006, EN 55014-2: 1997+A1: 2001, EN 55011: 2007+A2: 2007, EN 61000-3-2: 2006, EN 61000-3-3: 1995+A2: 2005

KONFORMITÄTSERKLÄRUNG

Die Firma **HEFTER** Systemform GmbH, mit Sitz in: Am Mühlbach 6, 83209 Prien am Chiemsee, Deutschland, erklärt hiermit, dass das folgende Produkt

Bezeichnung des Produkts : HEFTER Falzmaschine

Modell : TF MEGA-S

den nachfolgend aufgelisteten Richtlinien entspricht:

Richtlinien : Niederspannungsrichtlinie 2006/95/EG unter EN60950-1: 2006

Richtlinie über die elektromagnetische Verträglichkeit 89/336/EWG und 2004/108/EG unter EN 55014-1: 2006, EN 55014-2: 1997+A1: 2001, EN 55011: 2007+A2: 2007, EN 61000-3-2: 2006, EN 61000-3-3: 1995+A2: 2005

DECLARATION DE CONFORMITE

HEFTER Systemform GmbH, située à Am Mühlbach 6, 83209 Prien am Chiemsee, Allemagne, déclare que leproduit suivant ;

Nom du produit : Plieuse HEFTER

Modèle : TF MEGA-S

est conforme aux dispositions définies par les réglementations suivantes :

Réglementations : Directive Basse tension 2006/95/CE en application de EN60950-1 : 2006

Directive sur la compatibilité électromagnétique 89/336/CEE et 2004/108/CE en application des normes EN 55014-1: 2006, EN 55014-2: 1997+A1: 2001, EN 55011: 2007+A2: 2007, EN 61000-3-2: 2006, EN 61000-3-3: 1995+A2: 2005

DICHIARAZIONE DI CONFORMITÀ

HEFTER Systemform GmbH, sita a Am Mühlbach 6, 83209 Prien am Chiemsee, Germania, dichiara che il seguente prodotto,

Nome del prodotto : Piegatrice HEFTER

Modello : TF MEGA-S

è conforme ai requisiti definiti dalle norme sotto elencate:

Direttiva Bassa Tensione : Direttiva relativa alle apparecchiature a bassa tensione 2006/95/CE in base a EN 60950-1: 2006

Direttiva di compatibilità elettromagnetica 89/336/CEE e 2004/108/CE in base a EN 55014-1: 2006, EN 55014-2: 1997+A1: 2001, EN 55011: 2007+A2: 2007, EN 61000-3-2: 2006, EN 61000-3-3: 1995+A2: 2005

DECLARACIÓN DE CONFORMIDAD

HEFTER Systemform GmbH, con domicilio en Am Mühlbach 6, 83209 Prien am Chiemsee, Alemania, declara que el producto siguiente :

Nombre del producto : Plegadora HEFTER

Modelos : TF MEGA-S

cumple con lo dispuesto por los reglamentos que se indican a continuación.

Reglamentaciones : Directiva sobre baja tensión 2006/95/CE, según EN60950-1 : 2006

Directiva sobre compatibilidad electromagnética 89/336/CEE y 2004/108/CE según EN 55014-1: 2006, EN 55014-2: 1997+A1: 2001, EN 55011: 2007+A2: 2007, EN 61000-3-2: 2006, EN 61000-3-3: 1995+A2: 2005



Disposal of Old Electrical & Electronic Equipment

This symbol (the symbol of the crossed out wheeled bin) indicates that in European countries this product should not be disposed of as household waste.

Please recycle where facilities exist by checking with your local authority or supplier for recycling advice.

By ensuring this product is disposed of correctly through proper treatment, recovery and recycling, you will help prevent potential negative effects on the environment and human health.



Entsorgung von alten elektrischen und elektronischen Ausrüstungsteilen

Dieses Symbol (das Symbol mit dem durchgekreuzten fahrbaren Müllbehälter) zeigt an, dass dieses Produkt in europäischen Ländern nicht als Haushaltsmüll entsorgt werden darf. Bitte informieren Sie sich bei Ihren örtlichen Behörden oder bei Ihrem Händler hinsichtlich einer Empfehlung für die Entsorgung und führen Sie die betreffenden Teile dort, wo solche Einrichtungen vorhanden sind, einem Recycling-Prozess zu.

Indem Sie sicherstellen, dass das betreffende Produkt durch richtige Behandlung, Rückführung und Recycling entsorgt wird, tragen Sie dazu bei, möglichen negativen Auswirkungen auf die Umwelt und die menschliche Gesundheit vorzubeugen.



Elimination du matériel électronique et électrique usagé

Ce symbole (une poubelle marquée d'une croix) indique que dans les pays européens, ce produit ne doit pas être éliminé comme des ordures ménagères.

Recyclez-le dans les sites adaptés qui vous seront indiqués par les autorités locales ou renseignez-vous auprès de votre fournisseur.

En veillant à ce que ce produit soit éliminé correctement avec un traitement, une collecte et un recyclage adaptés, vous contribuez à éviter son action nocive potentielle sur l'environnement et la santé humaine.



Smaltimento di attrezzature elettriche ed elettroniche consumate

Questo simbolo (il simbolo della pattumiera con rotelle barrata) indica che nei paesi europei questo prodotto non deve essere buttato nei rifiuti domestici. Per favore smaltire in luogo adetto al riciclo, dove esistente, chiedendo informazioni alle autorità locali o a chi fornisce consulenza a proposito.

Garantendo uno smaltimento adeguato di questo prodotto (trattamento, recupero e riciclo corretto), aiuterete a prevenire effetti negativi sull'ambiente e sulla salute dell'uomo.



Eliminación de residuos de aparatos eléctricos y electrónicos

Este símbolo (un cubo de basura tachado) indica que en los países europeos este producto no deberá eliminarse como si se tratara de un residuo doméstico. Solicite asesoramiento sobre reciclaje a las autoridades locales o a su distribuidor, y siga la normativa en materia de gestión medioambiental y reciclaje de este tipo de residuos.

Si toma las medidas pertinentes para que este producto se elimine mediante un tratamiento, recuperación y reciclaje adecuados, contribuirá a evitar posibles efectos negativos en el medio ambiente y la salud humana.

Introduction

Thank you for purchasing a **Morgana Systems** product. This instruction manual helps you to make sure using the folder TF MEGA-S safely and according to its specifications. Be sure to read this manual carefully prior to using the TF MEGA-S.

This manual gives you information on the operation of the machine, detailed safety instructions, information about regular maintenance and error handling.

The folder TF MEGA-S is an office folding machine which is only destined for the folding of paper. Any other use is not according to its specifications. The manufacturer/supplier is not liable for any damage resulting of such un-allowed handling.

The manual should always be ready to hand for any possible reference needed.

This operation manual is a translation of the original version.

Symbols

In this manual, several symbols are used to indicate important warnings. Please make sure to read instructions accompanied by these symbols. The symbols have the following meanings:



Describes instructions which must be followed during use. Be sure to read the instructions carefully to avoid any possible problem due to incorrect operations.



Indicates supplementary useful information



Describes names of related items and supplementary instructions

Trademarks

The product name and company name used in this manual are trademarks or registered trademarks of the respective company.

Safety precautions

Watch the following remarks and warnings during the operation of the machine. This way you will prevent any possible danger, personal injury or damage of the machine.

 WARNING	Ignoring this mark could result in the possibility of serious injury or even death.
 CAUTION	Ignoring this mark could result in the possibility of injury or physical damage.
	This mark indicates a „Warning“ or „Caution“. A graphic may be shown inside the mark to describe the warning or caution more specifically.
	This mark indicates a forbidden action. A graphic may be shown inside the mark to describe the warning or caution more specifically.
	This mark indicates actions that must be performed. A graphic may be shown inside the mark to describe the action to be performed more specifically.

Power supply

This unit shall be installed near the socket-outlet where the plug on the power supply cord is easily accessible.

Make sure the power supply used is always within the following range:

Power supply: **220 – 240 V AC, 50 Hz (EU)**

120 V AC, 60 Hz (North America)

If other appliances are powered by the same AC outlet, make sure that the combined power consumption does not exceed the power supply capacity.

Rated current (Rated power): **0,4 A (EU), 0,85 A (North America)**

Warning!

Make sure that the power supply is in accordance with the information on the rating label. Using other voltage can result in a fire or any other damage of the machine or in an electrical shock.

Make sure that the combined power consumption of the appliances to be connected does not exceed the capacity rating of the power outlets or plug receptacles. Exceeding the capacity rating could cause the power outlets, plug receptacles or the power extension cords to overheat and catch fire.

Operating environment

Operate this unit in the following environment:

- Temperature: +5°C up to +35° (storage temperature -10°C up to +50°C)
- Humidity: 20% up to 85% (storage: 10% up to 90% rel. humidity) no condensation
- No direct sunlight
- Reasonably free from dust
- subject to only little or no vibration
- free from air-borne salt
- no harmful chemicals
- the machine may not be exposed to water

Warning:

Keep this unit and the power cord away from heaters and heater vents. Excessive heat could melt the cover or power cord covering and result in a fire or an electrical shock.

Do not place metal objects or bins containing liquids on top of the machine. The entry of any metal object or liquid could result in a fire or an electrical shock.

Do not insert any metal or easily-flammable objects inside the machine. This could result in a fire or an electrical shock.

Do not use flammable sprays inside or near the machine (e.g. when cleaning the unit). Such flammable gas may ignite and cause a fire or combustion.

Caution:

Do not install this machine at a location with excessive humidity or where contact with water is possible. This could result in deterioration of the insulation, a fire or an electrical shock.

Install this unit on a level, stable stand or floor with sufficient space around it. Failure to do so could result in the unit overturning and causing injury.

Disconnect the power plug from the power outlet before attempting to move the machine. Failure to do so could result in power cord damage, a fire or an electrical shock.

Always disconnect the power plug from the power outlet when the unit is not to be used for an extended period of time. Failure to do so could result in a fire to leakage current if the insulation should deteriorate.

Warning:

Do not damage the power cord or power plug. Do not scratch, alter, bend, twist, pull or place heavy objects on the power cord or power plug. This could result in damage, a fire or an electrical shock.

Do not touch the power switch with wet hands. Otherwise electric hazards may occur.

Do not remove the cover or back panel. This unit contains high-voltage components that could cause an electrical shock.

Do not disassemble, modify or repair this machine. There is a danger of fire, electrical shock or injury. Contact Morgana Systems when repairs are necessary.

If any foreign objects such as metal or liquid should enter this unit, immediately turn the unit off at the power switch and disconnect the power plug from the power outlet. Failure to do so could result in a fire or an electrical shock. Contact your dealer immediately.

Before cleaning this unit, turn the unit off at the power switch and disconnect the power plug from the power outlet. Accidental operation of the unit during cleaning could result in injury.

Remove any dust that accumulates on the power plug prongs and the surface of the plug from which the prongs extend. Accidental operation of the unit during cleaning could result in injury.

Always grip the plug when disconnecting the power plug from the power outlet. Forcibly pulling on the power cord could cause damage, resulting in a fire or an electrical shock.

Do not touch or insert foreign objects into any rotating part during operation. This could result in injury!

Labels „Warning“ / „Caution“



For your own safety there are labels with safety instructions on the fixed on the machine:



WARNING



CAUTION

- These labels may not be removed or changed. If a label gets dirty, breaks or gets lost, it must be replaced immediately. You can get a new label from Morgana Systems or an authorized dealer.
- For safety reasons you may only use the specified mains fuse!
- The mains fuse may only be replaced by a fuse as described on the label!



- Do not grip into the machine during operation. Long hair, clothes such as ties and jewellery can be grasped during operation!



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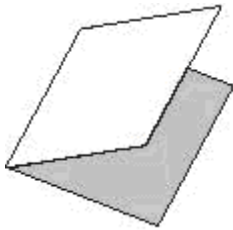
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Chapter 1

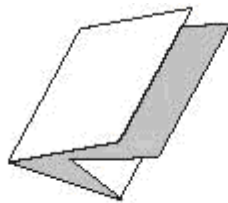
Before operation

1. Features

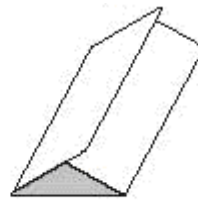
The TF MEGA-S is designed to fold paper into 4 fold types and up to 6.900 folds per hour (specification for single fold with 80 g/m² paper).



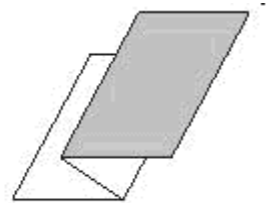
Single fold



double parallel fold

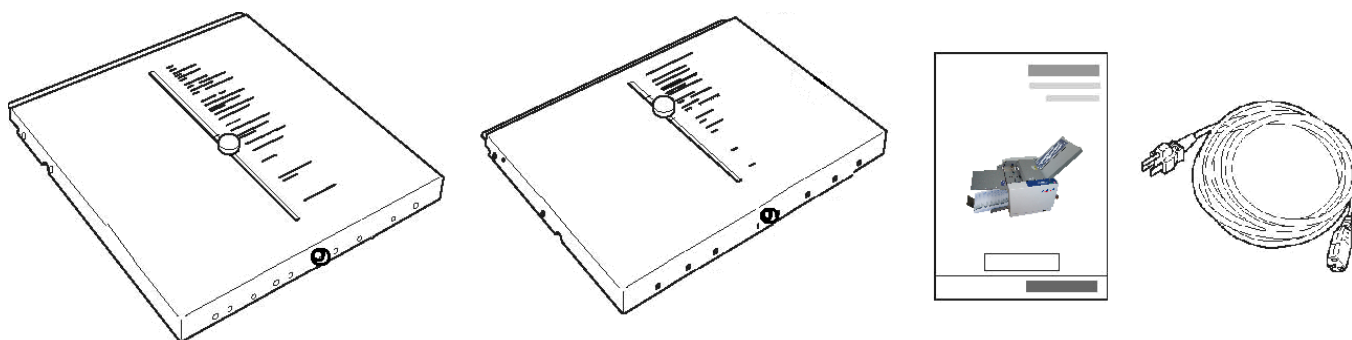


wrap fold



Z-fold

2. Installation



1. Standard components

Fold plate 1

Fold plate 2

Operating manual

Cable

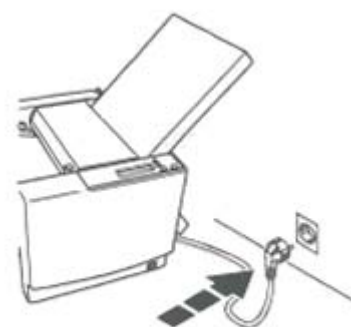
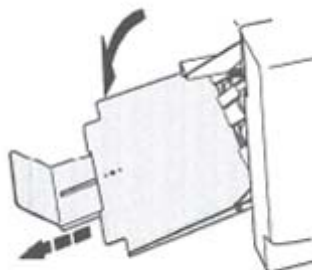
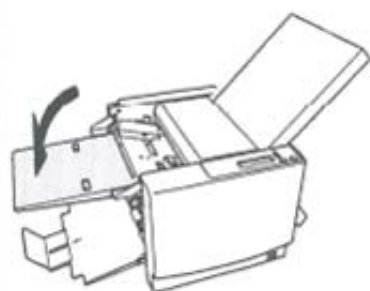
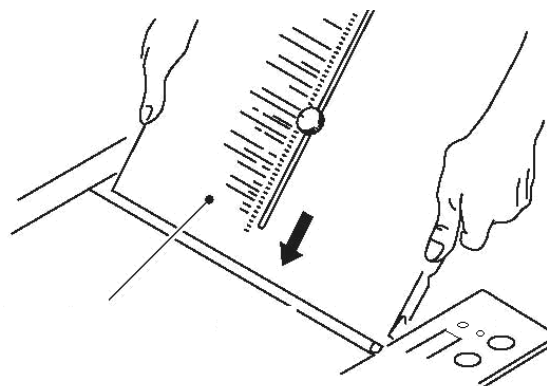
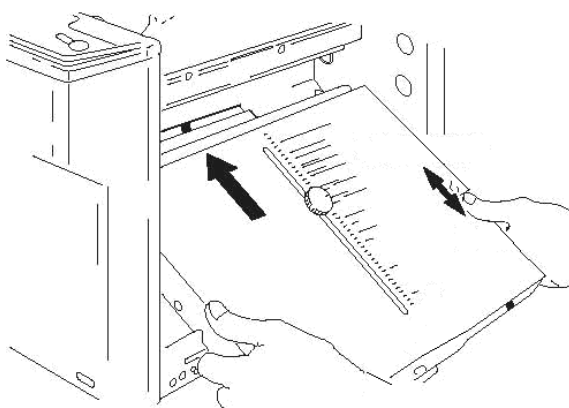
2. Press release lever

Remove any press release lever (adhesive tapes)

3. Install parts

1. Install lower fold plate

2. Install upper fold plate



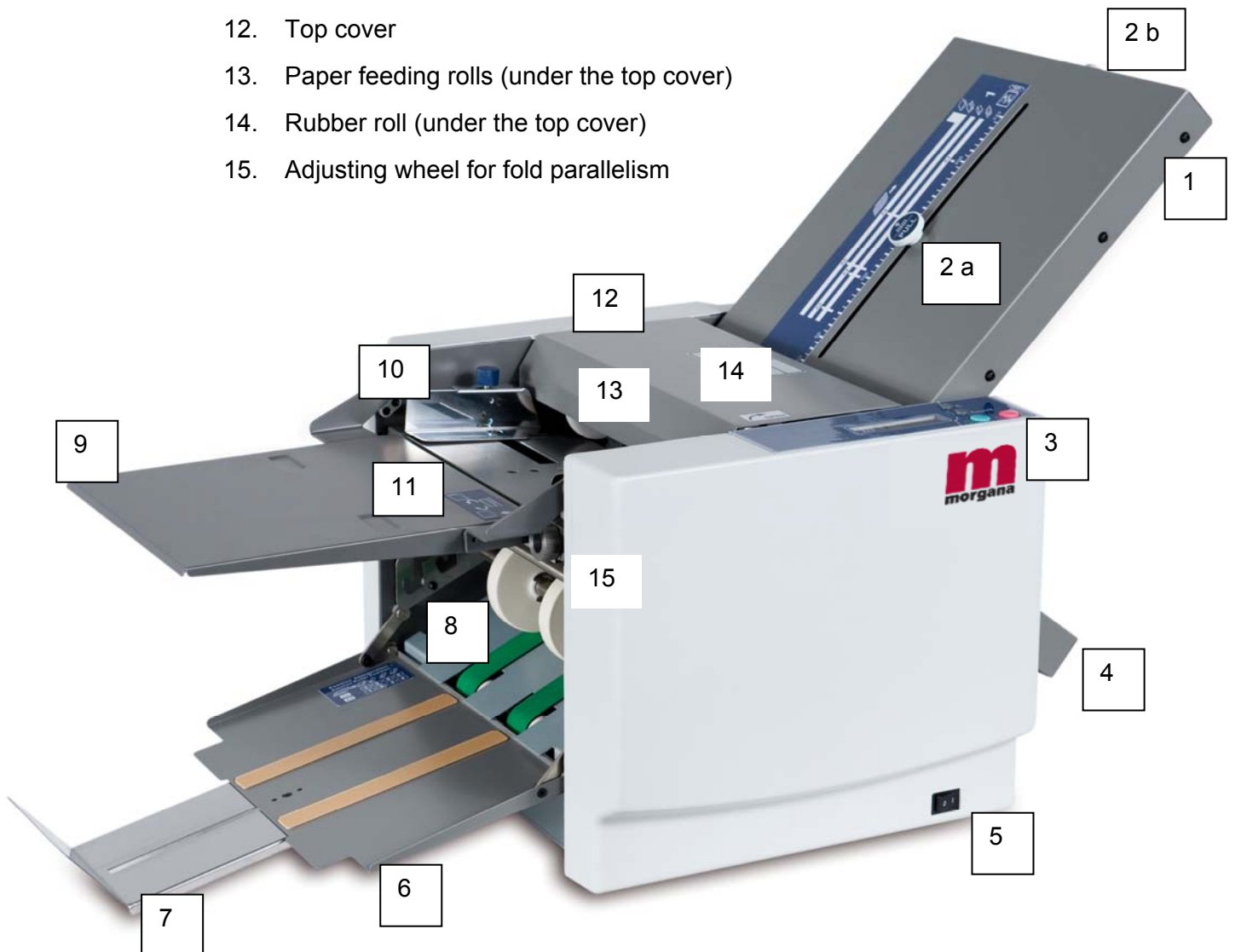
3. Expand the paper feeding tray

4. Expand the paper tray

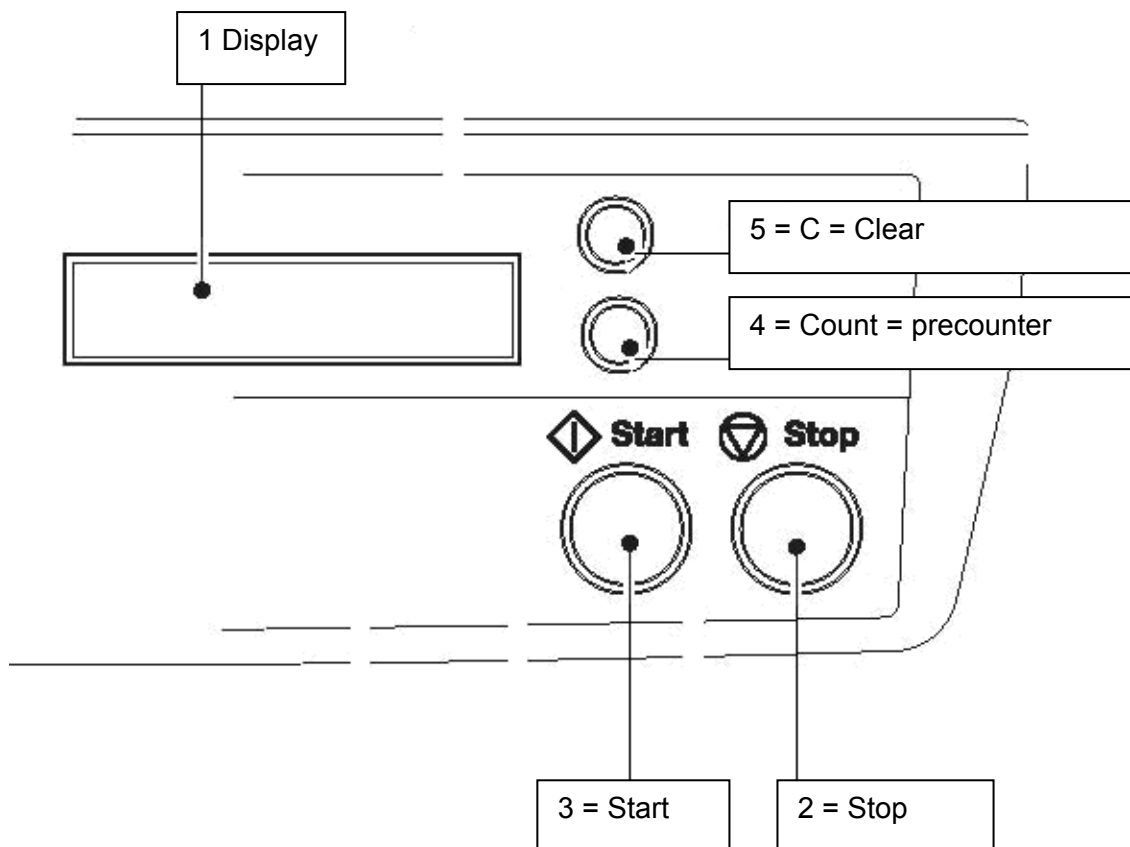
5. Plug in the cable to the wall socket

3. Names and functions

1. Upper fold plate
2. a. Fold adjusting button – quick adjustment
 b. Fold adjusting knob – fine adjustment
3. Control panel
4. Lower fold plate
5. power switch (On/Off)
6. Paper eject tray
7. Paper eject stop (adjustable)
8. Stacking rolls (adjustable)
9. Extension of paper feeding tray
10. Paper feeding guidance (left & right)
11. Paper feeding tray
12. Top cover
13. Paper feeding rolls (under the top cover)
14. Rubber roll (under the top cover)
15. Adjusting wheel for fold parallelism



4. The control panel

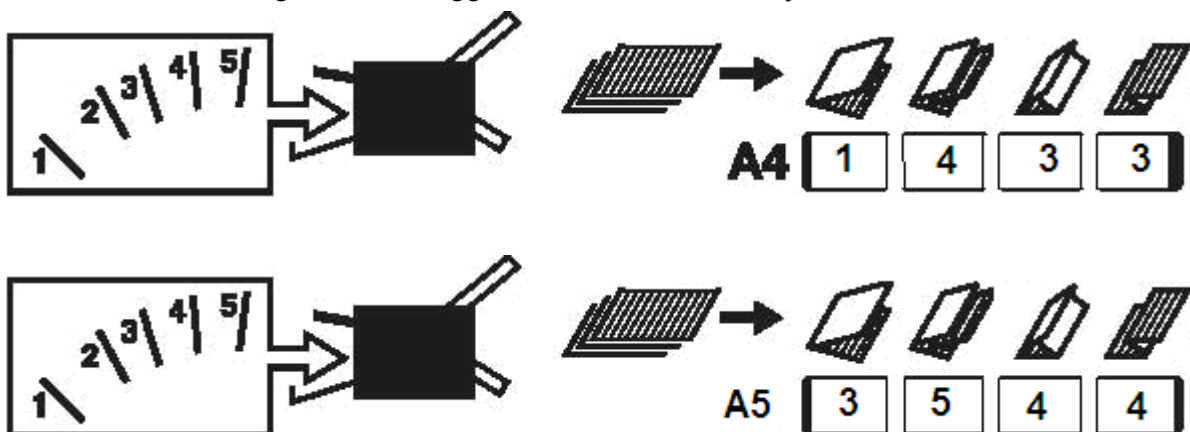


1. Display with counter and status indication
2. Stop key (folding process is stopped)
3. Start key
4. Precounter = key for precounting (always in steps of 10)
5. Clear button / counter

5. The stacking device

Adjust the stacking rolls according to the size of the paper and the fold type. If a DIN A4 paper is folded, e.g. Z-fold, adjust the stacking rolls to 3.

The smaller the folding result the bigger the number of the adjustment indicator for the stacker.



6. Handling the paper

1. use of the paper



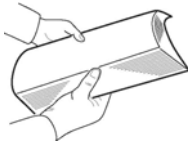
Make sure that the printing ink on the paper has dried completely prior to use. Otherwise the feeding rolls, the folding rolls and the paper may become dirty.



Paper printed with special ink may cause the swelling and deformation of the roller rolls, leading to folding misalignment.



If curled paper is used, depending on the environmental condition (temperature, humidity), paper quantity, paper type and paper fiber, it may not flow smoothly into the folding plate or may not be folded properly.



Flatten the paper prior to use.

Fan paper well prior to use.

2. Precautions on stacking paper

Do not stack paper on the paper feed tray with the left and right sides of the paper unaligned or some sheets protruding out.

The paper stacked in the feeding tray must be aligned with the leading and tail edges. No sheets may protrude.

If paper is protruding at the leading or tail edge, it will not be fed stably, resulting in problems such as paper feed error or folding misalignment.

When stacking just a few sheets of paper on the paper feed tray, hold the paper with your hands until you release the paper feed tray!

Chapter 2

Basic operation

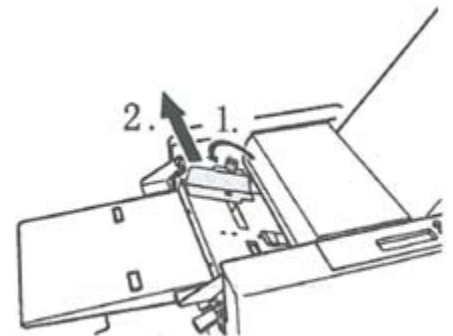
2.1 Switching on

Switch on the machine at the main switch.



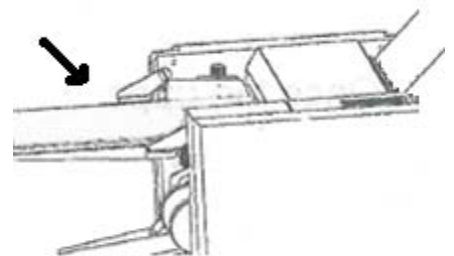
2.2 Adjusting the paper width

Release the locking screw of the paper feeding guidances and adjust the paper guidances to the paper width.

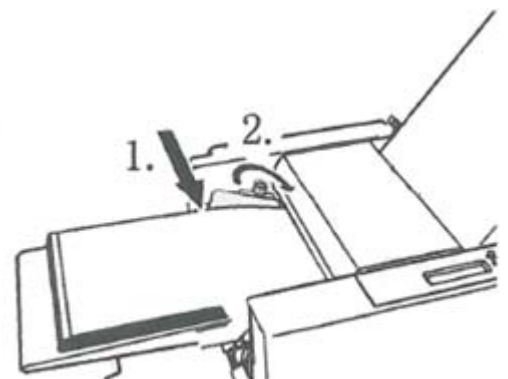


2.3 Inserting the paper

Press down the paper feeding try.
Insert the stack of paper.
Now adjust the paper width exactly.
Make sure to position the paper centered and neatly.



Press the side guidance to each side of the paper lightly and tighten the fixing screws.



2.4 Selecting the fold type

Quick adjustment:

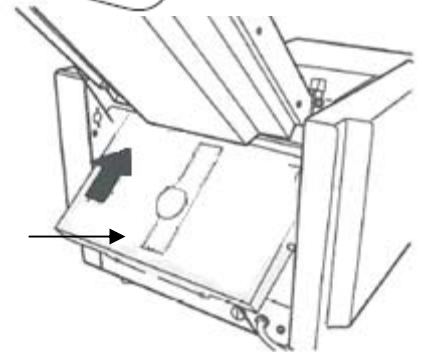
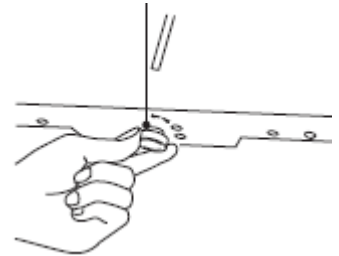
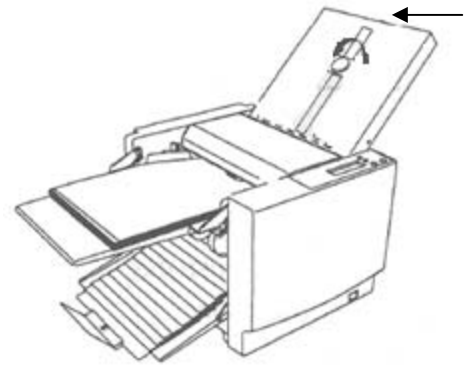
Lift the adjusting knob for the upper folding plate and move it to the position needed.
The scale will help you to find the correct position for the fold type.
Then have the adjusting knob snapped.

Fine adjustment:

Turn on the fine adjusting knob (at the top of the folding plate) to the left or right until you have reached the exact position.

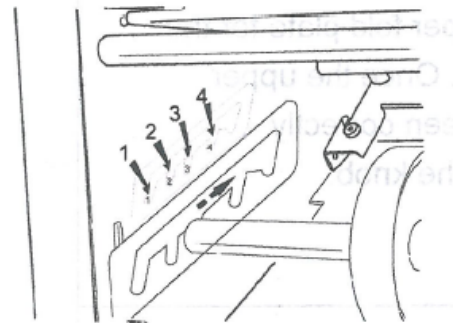
The same must be done for the lower folding plate:

Quick adjustment: Lift the knob, move it and have it snapped.
Fine adjustment: turn it until exact fold position is reached.



2.5 Adjusting the stacking rollers

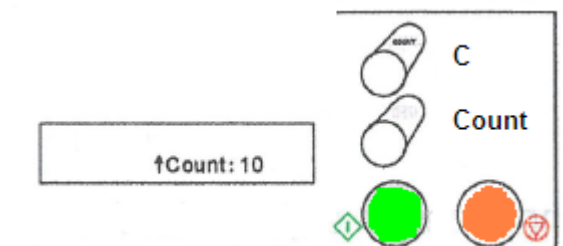
Adjust the stacking rolls according to the size of the paper.
If you want to fold an e.g. A4 size document with Z-fold, you must bring the stacking rolls to position 3. The scale on the paper eject tray helps you to find the correct position for each fold type (see also under the extra note for the stacking tray).



2.6 Operation

Press the green „Start“ button to start the folding process.

Check the folding result and, if necessary, adjust further as described above.

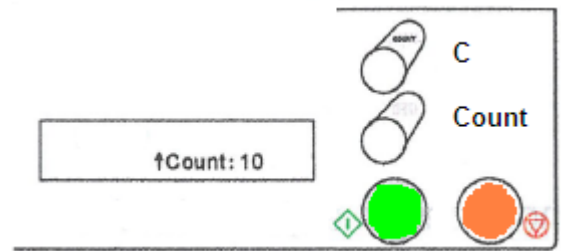


1. Working with pre-counter:

Enter the number of sheets you want to fold with the key "Count" (in steps of 10)

Press the green „Start“ button to start the folding process.

The number of sheets will be folded. After that the machine will stop automatically.

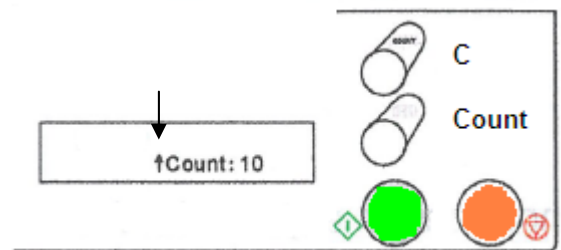


2. Working with counter:

Press the „C“ key (for about 2-3 seconds)
This will delete the counter. Then set it back to Zero.

Press the green „Start“ key and the folding process will start.

The machine will continue folding until you press the Stop key or there is no paper left in the tray. During this process the sheets are counted.



3. After operation:

Switch off the machine after operation.



If you don't need the machine for a longer period of time we recommend to also disconnect it from the mains supply.

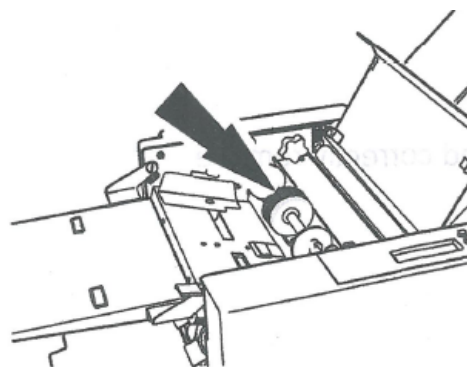


Chapter 3

Maintenance and cleaning the machine

1. Cleaning the rubber roll

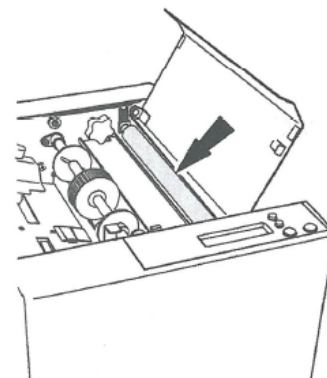
Open the top cover.
Rotate the rubber roll manually and clean it with a moistened cloth. We recommend using a special cleaning liquid for rubber rolls.



2. Cleaning the paper feed rings

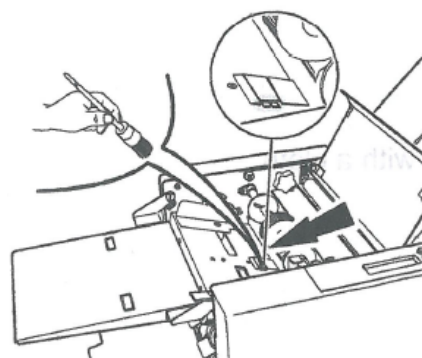
Open the top cover.
Rotate the paper feed rings manually and clean them with a moistened cloth. We recommend using a special cleaning liquid for rubber rolls.

For cleaning the rear paper feed rings we recommend to first remove the fold plates.



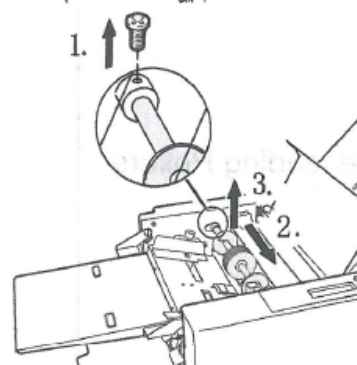
3. Cleaning the sensors

Open the top cover.
The best way to clean the sensors is to use a small brush.



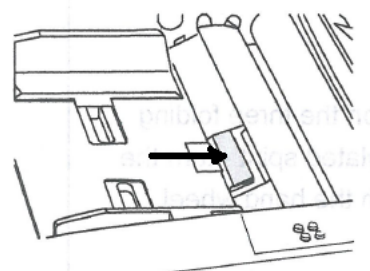
4. Cleaning the paper separator pad

Open the top cover.
First take out the rubber rolls:
1. Loosen the screw completely
(Hold the screw tight so that it doesn't fall into the machine)
2. Move the rubber roll to the right
3. Remove the rubber roll



Clean the separator pad with a moistened cloth or with our special cleaning liquid for rubber rolls.

Re-install in reverse order.



Chapter 4

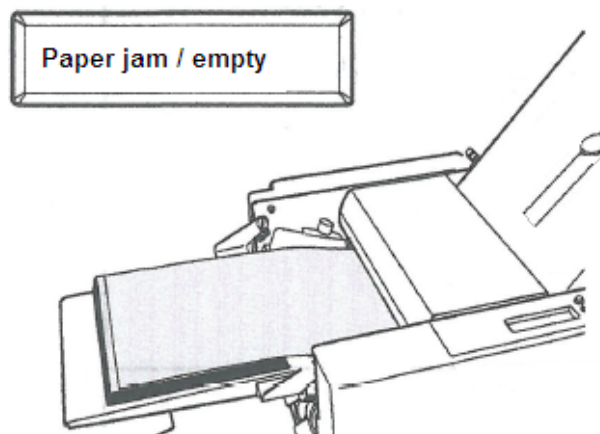
Trouble shooting guide

1. Paper jam / empty

Remove paper jam

or refill the paper.

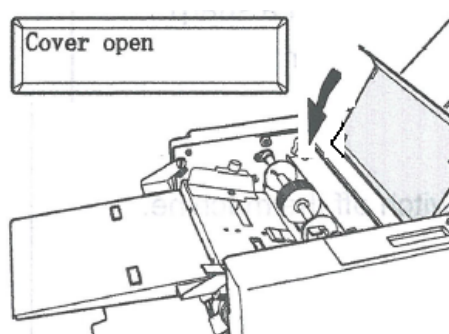
Press „Start“ again.



2. Cover open

Close the top cover.

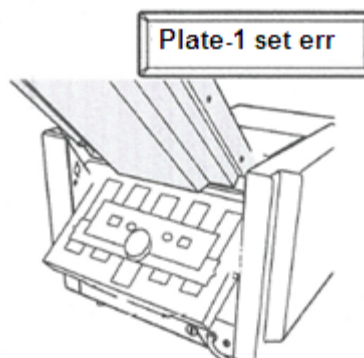
Press „Start“ again.



3. Fold plate 1 not set correctly (Plate-1 set err)

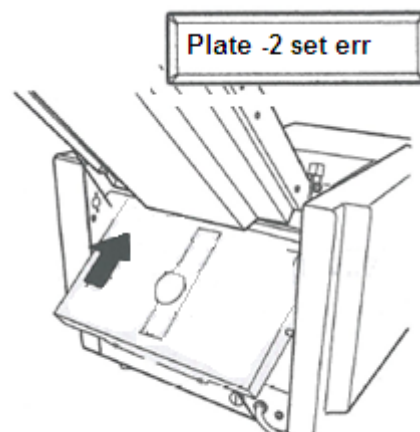
Insert the top fold plate correctly

(see installation part).



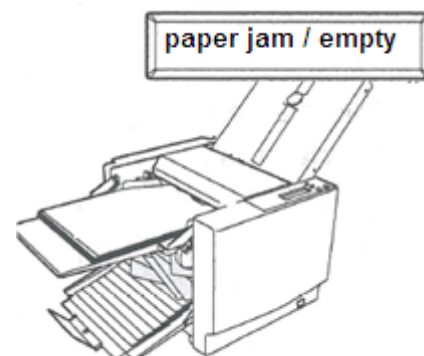
4. Fold plate 2 not set correctly (Plate-2 set err)

Insert the top fold plate correctly
(see installation part).



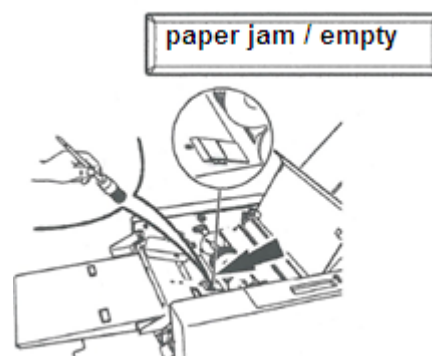
5. Paper jam or paper empty at paper outlet

Remove paper jam at the paper receiving.
Press key C to cancel the error indication.



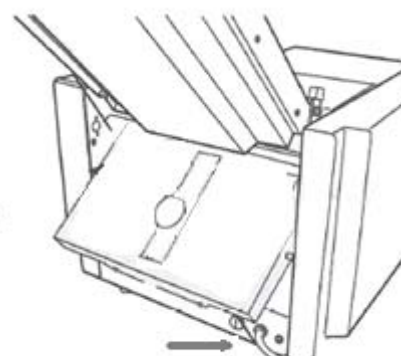
6. Paper jam at paper feeding station

Remove the paper jam at the feeding area.
Remove any paper scraps.
Press key C to cancel the error indication.



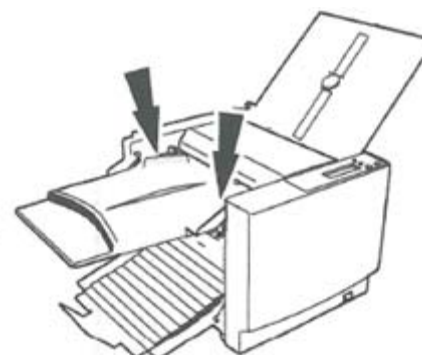
7. No illumination on LCD display

1. Check if the machine is connected to the mains supply!
2. Check if the machine is switched on!
3. Check the fuse.
(you find it at the rear of the machine next to the socket for the cable).



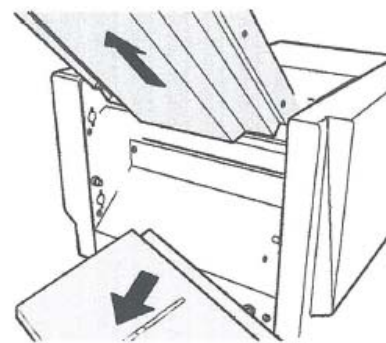
8. Paper is not fed

1. Check that the side guidance is not too tight!
2. Check if the paper is set correctly on its leading edge!
3. Check if the sensor is dirty!



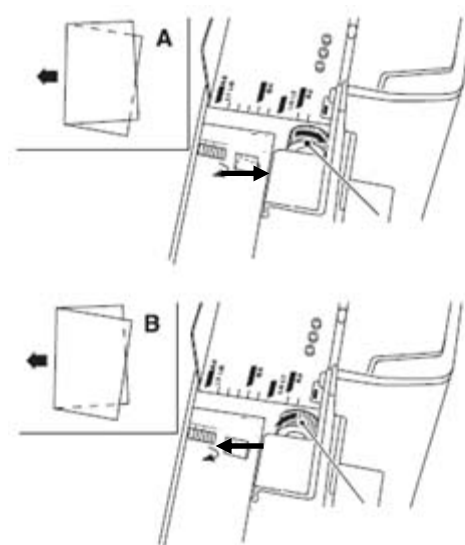
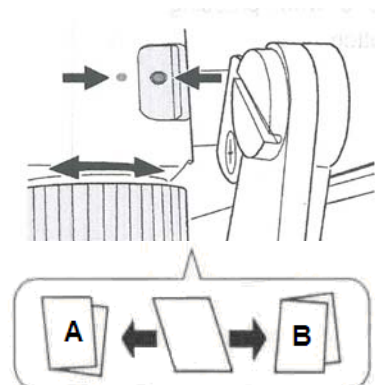
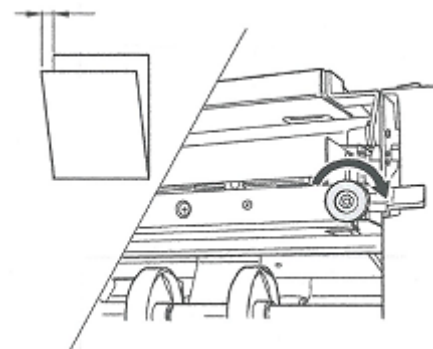
9. Paper gets stuck in the fold plates

1. Remove both fold plates
2. Check if there are any paper scraps in the fold plates
3. Re-install both fold plates (see installation part)



10. The paper is not folded parallelly

1. The adjustment wheel for the folding parallelism is located at the right side of the paper feeding tray (= paper feeding angle) (see name and function).
2. There is an indication for the shaft adjustment (pin and hole).
3. First check if the pin and the hole are in one line before making any changes.
4. By rotating the adjustment wheel the paper feeding angle is being changed. With this you can adjust faulty positions.
5. If there is a folding error like in picture A, turn the adjustment key to the direction as shown in the picture (to the right).
6. If the folding error is like in picture B, turn the adjustment key to the direction as shown in the picture (to the left).



Chapter 5

Appendix

Technical specifications:

Model	TF MEGA-S
Paper size	Max. : 225mm (width) x 360mm (length) Min. : 85mm (width) x 100mm (length)
Standard paper size	DIN A4 / DIN A5
Paper weight	50 – 150 g/m ²
Paper quality	Office paper, recycling paper
Speed	115 sheets/min. (single fold with 80 g/m ²)
Fold types	Single fold, double parallel fold, wrap fold, Z-fold
Feeding capacity	150 -200 sheets (80 g/m ² paper)
Stacking capacity	150 -200 sheets (80 g/m ² paper)
Handling	manual
LCD display	2 line graphic
Counter:	Job- and pre-counter 4-digit job-counter 3-digit pre-counter
Size (l x w x h)	758 x 378 x 460mm (installed) 300 x 378 x 295mm (packed in a carton)
Weight	20.5 kg
Power supply	AC 220 – 240V / 50Hz, 0.34A